

**Computer Management Assistant, FSN-08/FP-06 (Full Performance Level)**

**\* Computer Management Assistant, FSN-07/FP-07 (Trainee Level)**

The U.S. Embassy Dushanbe is seeking an individual for a full-time position of **Computer Management Assistant, FSN-08/FP-06 (Full Performance Level); FSN-07/FP-07 (Trainee Level)**. The Computer Management Assistant serves as one of two Systems Administrators for all Embassy unclassified computer networks. The incumbent is responsible for all operation, maintenance, operating systems, and specialized application on the Open Net Local Area Network (LAN), maintaining the Consular Affairs servers and workstations and maintaining specialized 'internet only' workstations for supported agencies. The Computer Management Assistant advises the Information Management Officer on technical systems-related matters and functions as the course of information on local technical capabilities and serves as the contact with local communications agencies and vendors.

**NOTE:** All applicants **MUST** complete **NARRATIVE SUPPLEMENTAL FORM** in order to provide detailed supporting evidence that he/she meets all of the following qualification requirements. Applicants who do not submit a completed **Narrative Supplemental Form** will not be considered for this position.

**Qualifications required:**

1. Bachelor of Science degree or country equivalent or the equivalent of three years of computer science training and technical experience is required.
2. Full Performance Level: 4 to 6 years of progressively more responsible technical experience in systems administration and computer operation support is required.  
\*Trainee Level: 2 to 3 years of progressively more responsible technical experience in systems administration and computer operation support is required.
3. Level III English (Good Working Knowledge) is required; must have knowledge of technical English relating to computers. Level IV (Fluency) in written and spoken Russian is required. Language proficiency will be tested.
4. Thorough working knowledge of systems administration and management of procedures as well as systems maintenance procedures is required.
5. Ability to operate and troubleshoot Windows operating system PCs (including various servers) is required.
6. Ability to disassemble computers into and from component parts; ability to diagnose both hardware and software problems and recommend viable solutions; ability to manage LANs with varying degrees of complexity is required.

Interested applicants should submit a **current resume** (curriculum vitae) plus the completed **Narrative Supplemental form** that addresses the qualification requirements listed above at:

U.S. Embassy Dushanbe  
Attn: Human Resources Office  
109-A Somoni Ave.

OR

**E-mail: [Dushanbe\\_Jobs@state.gov](mailto:Dushanbe_Jobs@state.gov)**

**The deadline for application is September 9, 2015**

Applications and documents presented become the property of the Embassy and will not be returned.  
Successful candidates, who meet the criteria for this position, will be called and invited for an interview.